EMBASSY OF THE UNITED STATES OF AMERICA





Minutes of Pre-Quotation Conference Solicitation SCB60016Q0013

"Furniture and Appliance Pool Storage, Pick-Up, and Delivery Services" for U.S. Embassy Phnom Penh"

June 08, 2016

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Minutes from Pre-Quotation Conference of May 31, 2016

Introduction

The Contracting Officer welcomed all attendees, introduced the following staffs to the attendees:

- Procurement Supervisor
- Representatives of GSO (warehouse, management, and procurement)
- Procurement Agent

Discussion of the Solicitation Package

- 1. Contracting Officer explained the purpose of the conference is to brief the overall solicitation requirements, combating trafficking in person and system for award management. The offerors were encouraged to read through all the sections and follow the instructions in the solicitation, so they will be able to submit complete quotations. Any question can be asked and will be answered in writing, sent to all prospective offerors, and posted on the Embassy's website as soon as possible after the conference.
- 2. The following sections of the solicitation were highlighted:
 - Section 1 through 5 were highlighted in brief;
 - Section 3 & 4 were brought to the attention of the offerors to ensure they will comply with the solicitation provisions and requirements and submit complete quotations;

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- Contracting Officer briefed the description/work statement in the solicitation, and explained the requirements for Furniture and Appliance Pool Storage, Pick-Up, and Delivery Services;
- Quotation due date and time: 4:00 PM, local time, on June 15, 2016. No quotation will be accepted after this time;
- Combating Trafficking in Persons (52.222-50) was mentioned. A copy of TIP clause 52.222-50 was handed over to each contractor;
- System for award management was explained to the offerors. They were encouraged to register in SAM as soon as possible and prior to the submittal of their quotations. A copy of registration guidance was provided to them.

Questions:

- All questions asked during the conference will be answered in writing, sent to all prospective offerors and posted on the Embassy's website as soon as possible, and the offerors were encouraged to submit questions sooner rather than later.
- The attached questions were asked during the conference, and the answers attached with these minutes take precedence over those during the conference.

Conclusion

The conference concluded and attendees were thanked for their presence and expression of interest in serving the U.S. Embassy Phnom Penh. The meeting was adjourned.

Sincerely.

Kelly S. Lauritzen
Contracting Officer

Enclosure: Questions and Answers

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June 06, 2016

First Set of Questions and Answers Solicitation SCB60016Q0013

Questions have been received regarding the solicitation for "Furniture and Appliance Pool Storage, Pick-Up, and Delivery Services"

Note to Offerors:

The information contained within these questions and answers is provided for informational purposes and under no circumstances shall it be construed to change any terms or conditions or requirements within the solicitation. If any answer does address a change in the solicitation, it will reference an Amendment.

The questions and answers are as follows:

Q1: Are individual Furniture and Appliance (FAP) items identified?

Answer 1: Yes there are asset tags, and residence occupant furniture is not similarly tagged. The Embassy will provide a list of items to deliver and pick up. Catalogs of FAP items are enclosed for reference.

Q2: Will contractor be required to make only deliveries to residences?

Answer 2: Please see the solicitation, paragraph 10, of CONTINUATION TO SF-1449 DESCRIPTION/SPECIFICATIONS/WORK STATEMENT. Contractors will also be required to set up rooms.

Every year, the embassy buys new furniture and takes some furniture out of use. We will ask the contractor to replace in residences, old furniture with new and deliver the old furniture to the embassy warehouse for disposal. This is an example of how the contractor will provide pick-up and delivery services to residences and to the embassy warehouse as part of this contract. The contractor will also have to provide receipts for pick-up and delivery to warehouse and residences.

Q3: What is meant by quantity 2 Change in Time of Delivery, is it 2 hours or 2 times?

Answer 3: Please refer to paragraph 13, Delivery Schedule. If the scheduled time of a pick-up or delivery will vary, a two hour notification to the Contracting Officer must be made. We will provide at least a two day notice to the contractor to schedule pick-ups and deliveries. Paragraph 13, Delivery Schedule is amended through Amendment A001.

Q4: Is a delivery a one-time event to a residence?

Answer 4: Typically, a new resident may want a change of FAP items. This may be additional items or the removal-replacement of items. This is generally a small number of items. We will notify the contractor and provide a new delivery order.

Q5: Can the contractor respond to the bid with a minimum charge for delivery or pick up of lightweight items?

Answer 5: We have amended Paragraph 4.1. Prices, Section 1 – The Schedule in the solicitation to provide for a minimum charge. Please refer to Amendment A001.

Q6: For delivery to multiple locations, do we charge per transaction or based on the number of locations?

Answer 6: We have amended Paragraph 4.1. Prices, Section 1 – The Schedule in the solicitation to provide for a drop charge on multiple stop deliveries. Please refer to Amendment A001.

Q7: Can we clarify for items (a, b, c) relocation services in the solicitation?

Answer 7: Please refer to Solicitation, SECTION 1 - THE SCHEDULE, paragraph 4.1, Prices. Additional explanations are as follows:

Item a, Startup phase/relocation services refers to planning for and implementing the movement of the embassy's current FAP stock. This is approximately 1,300m³ and the contractor would have to have adequate storage that conforms to requirements in the Statement of Work. We are looking for a fixed cost for this move.

Item b refers to pricing for ongoing storage of the embassy's FAP based on a monthly invoice and an estimated 1,300m³ of FAP. We are looking for a fixed cost for storage.

Item c requests of the bidder, the fixed cost for any additional storage needed on a temporary or long term basis.

Q8: Will the contractor be expected to insure the stored items?

Answer 8: Please refer to CONTINUATION TO SF-1449, DESCRIPTION/ SPECIFICATIONS/ WORK STATEMENT, Paragraph 16 - Insurance.

Yes, the contractor must cover all associated costs of storage and insurance would be included in this operating cost.

Q9: Will the government provide storage racking?

Answer 9: No

Q10: Can we provide rack specifications?

Answer 10: There is no required rack specification in the solicitation.

Please refer to CONTINUATION TO SF-1449, Paragraph 8. STORAGE AREA REQUIREMENTS

Q11: How long will the contractor be given to set up service?

Answer 11: At least 30 days but we expect some flexibility in this. We can work with the contractor to decide on a mutually agreeable time.

Q12: Where is the location of the Embassy's new warehouse?

Answer 12: The information is not known at this time.

Q13: Is the vendor required to do SAM registration before submitting the quotation?

Answer 13: The prospective offerors are encouraged to register in SAM as soon as possible and prior to the submittal of their quotations. A copy of registration guidance was provided to them. Successful SAM registration is required prior to the contract award being made to the contractor.